



HRS1650 - Employee Salary Information

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The report lists employee personal, salary, and emergency contact information. A parameter is available to customize the signature statement for all employees on the report.

Note: The pay step and pay schedule are not included on the report if a job's salary concept is set to midpoint.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Include Reports (Select From List)	Type a Y or an N to include or exclude specific reports (Emergency Contact, Job, Budget, Salary, Miscellaneous Pay, XTRA Duty, Deduction, Leave, Specialty Area, Bank) separating each of the ten reports with a comma and no space (e.g., Y,Y,N,N,N,Y,Y,N,N,N). Or, click  to include reports . This is a required field.
Include SSN on Report? (Y/N)	Y - Include the employee's social security number on the report. N - Do not include the employee's social security number on the report. This is a required field.
Include Number of Days Employed / in Contract on Report? (Y/N)	Y - Include the employee's number of days employed (or in contract) on the report. N - Do not include the employee's number of days employed (or in contract) on the report. This is a required field.
Print Signature Statement - New (1), Original (2), or None(3)	1 - Print the new signature statement on the report, which is based on the Enter New Signature Statement report parameter. 2 - Print the original signature statement on the report. 3 - Do not print the signature statement on the report. This is a required field.
Enter New Signature Statement	Type the signature statement to display on the report. This signature statement will only display when the Print Signature Statement - New (1), Original (2) or None(3) report parameter is set to 1.

Parameter	Parameter Description
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Pay Type 1-4, Exclude Subs (E), or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. E - Exclude substitute employees from the report. Blank - Include all employees on the report.
Select Pay Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.
Select Primary Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click  to search for primary campuses. Otherwise, leave blank to use all campus ID numbers.
Select Extract ID(s), or blank for ALL	Type the extract ID, separating multiple extract IDs with a comma (e.g., GO, BUS). Or, click  to search for extract IDs. Otherwise, leave blank to use all extract IDs.
Select Employee(s), or blank for ALL	Type the employee number separating multiple employee numbers with a comma. Or, click  to search for employees. Otherwise, leave blank to use all employee numbers.
E-mail Subject	Type the subject of the e-mail message that will be sent.
E-mail Message	Type the e-mail message that will be sent.
Select Frequency	Type the one-digit pay frequency. Or, click  to select a pay frequency. This is a required field.

[Generate the report.](#)



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